

Wellesley Housing Authority

109 Barton Road, Wellesley, MA 02481
Phone: 781-235-0223 fax: 781-239-0802

STATEMENT OF POLICIES REGARDING PETS IN SENIOR/HANDICAPPED AND FAMILY HOUSING

I. BASIC POLICY

Elderly/Handicapped and family tenants living in housing under the jurisdiction of the Wellesley Housing Authority shall be permitted to own and keep common household pets in their dwelling units in accordance with the rules and regulations delineated in this Statement of Policy.

These rules do not apply to animals professionally trained to assist the handicapped.

II. DEFINITION OF ALLOWABLE PETS

Pets for the purpose of this policy shall be limited to **ONE PET ONLY**: caged birds, fish, caged rodents, domestic dogs and litter box-trained cats.

III. OWNERSHIP

Pets shall be owner by and be the responsibility of the lessee(s) of the assigned unit in which the pet is to live.

IV. POLICIES

- 1. Visiting pets *ARE NOT PERMITTED*.**
2. Management reserves the right to refuse entry and/or occupancy of a pet to any resident whose past occupancy history indicated that the resident would not be a responsible pet owner or any resident who, in the opinion of management, is not able to comply with the established pet policies and/or the rules and regulations promulgated as a part of those policies.

3. **Prior to management's acceptance of a pet for occupancy in a Wellesley Housing Authority development, the following procedure must be followed:**
 - a. Residents must submit to the Wellesley Housing Authority a "Request for Permission to Have a Pet" form.
 - b. Resident must meet with management to discuss the request. To be considered at that time will be resident's ability to properly care for the animal, resident's understanding of the rules and regulations governing pet ownership within a Wellesley Housing Authority development, and any other matters pertinent to management's action on resident's request to have a pet.
4. Written proof from a veterinarian is required prior to move-in, and annually thereafter, stating that the pet is in good health, is free of ticks and fleas, is spayed or neutered and is current on all shots and vaccines.
5. All dogs are to be licensed by the Town of Wellesley at the time of move-in and annually thereafter.
6. No more than one pet shall be allowed per unit. Fish would be limited to one fish tank; birds would be limited to one bird cage. Aquariums shall be limited to a capacity of twenty (20) gallons. Bird cages shall be limited to a maximum of eight (8) cubic feet.
7. A pet's temperament may be considered as a factor in deciding whether the pet will conform to the rules.
8. Dogs will be limited in size and weight, measured and weighed using acceptable American Kennel Club standards.

Pets shall weigh no more than forty (40) pounds at maturity nor stand higher than twenty (20) inches at the shoulder. Pets acquired as puppies shall be understood to mature at a height and weight not to exceed the above height and weight, nor to exceed the above restrictions. American Kennel Club standards shall be used as the height and weight at maturity of the breed. A non-documented animal will be assumed to mature to that height and weight determined by management in consultation with a veterinarian acceptable to management.

9. Pet owners shall be responsible for any and all damage done to his/her unit and/or Wellesley Housing Authority property by the pet. Residents will also be liable for all damages resulting from any injury to person or property of others caused by resident's pet.

Any damages are to be repaired immediately if so requested by management or at such other time as directed by management. If repair is executed by management, the pet owner will be charged for the cost of repair. Any payment required shall be made within thirty (30) days following notification from management of the amount due.

10. Pet owners shall be responsible for the proper care of their animals including the following requirements:
- a. Pet owners shall immediately clean up after exercising their dogs.
 - b. Animals are not to be allowed to run loose outside of their owner's dwelling unit.
 - c. Every dog and cat must wear a tag bearing the owner's name, address and telephone number.
 - d. All local regulations regarding animals must be adhered to.
 - e. Litter boxes must be lined with plastic bags or liners. The bag or liner must then be lifted out of the box and secured with a twist tie. Litter shall be changed at least twice a week.
 - f. Kitty litter shall be bagged, tied securely and disposed of in the same manner as other trash.
 - g. Dogs shall be on a leash at all times outside the confines of owner's unit. Cats shall be carried by owner at all times when outside the confines of owner's unit.

Dogs and cats must be housebroken. All other pets must be caged at all times.

Pet food and water may not be left outside a dwelling unit at any time.

- h. Pets shall not be brought into the public lobbies, laundry rooms or other public gathering spaces except as necessary to enter/exit the building or to attend an activity at which pet's presence is specifically intended.
- i. Pets shall not be tied at any time to fixed objects outside a dwelling unit.

- j. Pet owners must provide management with a copy of an affidavit from the persons who have agreed to assume immediate responsibility for their pet in case of emergency or inability on the part of the pet owner to maintain his or her pet; said pet to be removed from the unit upon notice from management and to be maintained at pet owner's expense until such time as pet owner is in a position to be able to care for the pet independently.
- k. In an emergency where, despite reasonable effort, management is unable to reach the pet caretaker, the pet owner agrees to allow management to have the pet removed by the animal control officer, SPCA or other public or quasi-public authority. All fees and costs shall be born by the pet owner. If the resident has made arrangements with a boarding kennel, and provided management with this information, management will first try to have the pet relocated to the boarding kennel.

In such an emergency, resident, his/her agent or estate, or family must within five days make arrangements with the holder of the pet as to its disposition and shall be responsible for all obligations, financial or other, involved in such disposition.

- l. The pet owner must secure and keep in force personal liability or other insurance and indemnify Wellesley Housing Authority against pet-related litigation or attorney's fees as a condition of pet ownership.
- m. Prior to vacating the dwelling unit, resident shall be responsible for cleaning, de-fleaing and deodorizing the unit or will be charged for costs incurred by management to prepare the unit to be reoccupied.

V. CONCERNS OF PET OWNERSHIP

Management may revoke approval of any given pet should the animal have created a disturbance or be guilty of interrupting the quiet enjoyment and comfort of other residents. Such a pet may no longer live in a Wellesley Housing Authority unit. If the pet owner does not comply with management's directive to remove the pet permanently from the premises, such noncompliance will be considered a violation of resident's lease and resident will be subject to eviction.

Sick or injured animals must be taken immediately for veterinarian care at pet owner's expense. No sick or injured pet will be accepted for occupancy without consultation and written acknowledgement of a veterinarian as to the condition of the pet and its ability to live in an apartment situation. Acceptance regardless of documentation and consultation is the prerogative of management.

VI. MANAGEMENT PEROGATIVES

Management reserves the right to make periodic inspections of any and all pet-occupied units to assure compliance with the Wellesley Housing Authority rules, regulations and policies. Management will give residents advance notice of such inspections.

Management reserves the right to prohibit entry into its buildings of pets not complying with any of the above policies, rules and regulations or any such policies, rules and regulations promulgated in the future.

Management will consider any violation of Wellesley Housing Authority Pet Policies to be reason for eviction.

VII. RULE ENFORCEMENT

Management shall make every effort to assure compliance with the rules and regulations set forth in this policy statement. To that end, management will at the first sign of a problem or concern contact the resident pet owner involved.

Failure on the part of the resident pet owner and/or his agent to take necessary and immediate steps to correct any problem involving the pet shall be considered a breach of the pet lease rider and grounds for removal of the pet.

These rules and regulations pertain only to approved resident pet owners. They are not to be construed as changing the longstanding policy of "No visiting animals allowed." Residents shall continue to be responsible for the actions of their guests and shall not permit their guests to bring animals onto Wellesley Housing Authority property.

VIII. PET DEPOSIT AND FEES

A pet deposit of one hundred and fifty dollars (\$150) or one month's rent, whichever is less, shall be required of each pet owner. The deposit may be paid over a period of time determined by the Executive Director. The deposit will be handled as a security deposit. The deposit will be refunded at the time the tenant vacates or no longer has ownership of the pet, provided that no pet-related damage has been done to the property. Sums necessary to repair such damage will be deducted from the deposit.

A fee of ten dollars (\$10.00) shall be charged to any pet owner each time the pet owner fails to clean up after his/her animal.

IX. LEASE PET RIDER

A Lease Pet Rider must be executed by the resident pet owner (all resident signers of the lease for the unit where the pet is to live) and management in such form as provided by management.

SEE THE NEXT PAGE FOR

THE REQUEST FOR PERMISSION TO HAVE A PET FORM

WELLESLEY HOUSING AUTHORITY
REQUEST FOR PERMISSION TO HAVE A PET

RESIDENT: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

I/We hereby request permission to maintain a pet in my/our dwelling unit. I/We have read the Wellesley Housing Authority's Statement of Policy Regarding Pets and believe that I/we am/are fully capable of complying with all rules and regulations set forth therein.

The type of pet I/we wish to have is: _____

Signed: _____

Signed: _____

Dated: _____

NOTE: This request must be signed by all who have signed the lease to the unit where the pet is to be maintained.

The request should be sent to the Wellesley Housing Authority, administrative office, at 109 Barton Road, Wellesley, MA 02482

The Wellesley Housing Authority will contact you to set up a meeting to discuss your request and act thereon.